

FECFILE SOFTWARE

INTRODUCTION TO FECFILE

Welcome to Introduction to FECFile

The goal of today's presentation is to familiarize you with FECFile and provide you with a basic understanding of the program's fundamentals. In addition, you will be guided through the process of creating a database for a committee, including all manner of transactions and reports as well as familiarizing you with the filing process.

Please remember if you have any questions at any time, do not hesitate to ask.

Workshop Outline

Part I: FECfile Basics

- A. Basic understanding of the software's fundamentals.
 - 1. Database management.
 - 2. Importance of proper dates for all transactions and reports.
 - 3. Election Cycle Dates
 - 4. Methods for entering transactions.
 - 5. Committee file integrity.
 - a. Avoiding duplicate committee files.
 - b. Avoiding duplicate Individuals/Organizations and Events.
- B. Creating individual reports
 - Selecting the type of report, coverage dates, election cycle dates, and treasurer's signature.

Part II: Form 1 – Statement of Organization

- A. Treasurer Designation.
 - Assistant Treasurer.
- B. Affiliated Committees.
 - Joint Fundraisers.
- C. Bank Depositories.
- D. Multiple Email Addresses.
- E. Changing Committee Address.

Part III: Reporting Receipts

- A. Types of receipts reported on Schedule A of Form 3.
 - Itemization Thresholds.
- B. Individual and candidate contributions.
 - Partnership contributions (Introduction to transaction splits).
- C. In-kind contributions.
 - Candidate In-Kinds.
- D. PAC and political committee contributions.
 - Using the Look-Up function.
- E. Refunds, rebates and interest income.
- F. Transfers from other authorized committees or joint fundraisers.
 - Transaction splits.
- H. Memo Entries.

Part IV: Reporting Disbursements

- A. Types of disbursements reported on Schedule B of Form 3.
 - Itemization Thresholds.
- B. Operating expenditures.
- C. Credit card disbursements.
 - Transaction splits (Itemization).
- D. Staff reimbursements.
 - Transaction splits (Itemization).
- E. Contributions to other federal candidate committees.
- F. Contribution Refunds

Part V: Reporting Loans and Debts

- A. Types of loans owed by committees.
 - Personal funds loans.
- B. Debts owed by committees.
- C. Payments on loans and debts.
- D. Loan Forgiveness.
- E. Interest payments for loans.

Part VI: 48 Hour Notice of Contributions/Loans Received (Form 6)

- A. Creating a Form 6: 48-Hour Notice.
- B. Adding contributions to the Form 6.
- C. Amending a Form 6.

Part VII: Providing Additional Information

- A. Miscellaneous Electronic Submission (Form 99).
- B. Memo Text.

Part VIII: Filing Reports

- A. Close.
- B. Validate.
- C. Upload.
- D. Amend.